

**LOWER ALLEN TOWNSHIP
BOARD OF COMMISSIONERS**

REGULAR MEETING

December 8, 2025

6:00 PM

AGENDA

- 1. Call to Order by President Caron.** Proof of Publication.
- 2. A Moment of Silence and the Pledge of Allegiance.**
- 3. Approval of Meeting Minutes:** Regular Meeting of November 24, 2025
- 4. PRESENTATIONS:** None
- 5. Audience Participation:** Any item on the agenda or any business pertinent to the Township. We ask that all attendees sign in and those speaking must state their name and address for the record. Please limit discussions to five (5) minutes per person.
- 6. CONSENT AGENDA**
Any Commissioner, staff member, or anyone in attendance who would like to have an item on the Consent Agenda removed for further discussion can request so now. Is there a request for the removal of an item(s) on the Consent Agenda?

Accept a motion to approve the items on the Consent Agenda, which are listed as follows:
 - a. Check Register of November 28, 2025, in the amount of \$69,903.01.
 - b. Check Register of December 5, 2025, in the amount of \$79,693.65.
 - c. Payment of Estimate No. 1 to Kinsley Construction, LLC for the Creekwood Boat Launch Project in the amount of \$302,407.24.
 - d. Payment of Estimate No. 3 to Kinsley Construction, LLC for the 2025 Infrastructure and Paving Project in the amount of \$48,315.91.
 - e. **RESOLUTION 2025-52** accepting the dedication of Century Drive as a public street.
 - f. **RESOLUTION 2025-53** accepting the dedication of Stephenson Road as a public street.
 - g. **RESOLUTION 2025-54** accepting the dedication of Locust Road as a public street.

7. PRESIDENT CARON

- a. Accept a motion to enact **ORDINANCE 2025-06** amending the Codified Ordinances of Lower Allen Township, 1997, as amended, Section 32-7, dealing with the Township Manager's salary.
- b. Accept a motion to enact **ORDINANCE 2025-07** appropriating specific sums estimated to be required for the specific purposes of the municipal government during the Fiscal Year 2026, known as the "2026 Budget Ordinance".
- c. Accept a motion to adopt **RESOLUTION 2025-R-55**, recognizing, honoring, and commending Commissioner Dean W. Villone for his eight years of service to the citizens of Lower Allen Township.

8. HUMAN RESOURCES

- a. Discussion and possible action: Accepting the resignation of Ian Chambers, Paramedic in the EMS Department, effective December 4, 2025. He will be moving from regular full-time status to part-time status, beginning December 15, 2025
- b. Discussion and possible action: Authorizing staff to advertise for the hiring of a full-time Paramedic in the EMS Department to fill the vacancy from the resignation.
- c. Discussion and possible action: Moving Anthony Hentz, AEMT in the EMS Division of the Public Safety Department, from probationary to regular full-time status, effective October 29, 2025.
- d. Discussion and possible action: Moving Cody Johnston, Maintenance Specialist I in the Public Works Department, from probationary to regular full-time status, effective December 1, 2025.
- e. Discussion and possible action: Adopting **RESOLUTION 2025-R-56**, appointing Solomon-Michael Alexander as a Police Officer, effective December 15, 2025, at the P0 rate (following completion of Field Training). Mr. Alexander will require Act 120 certification.

9. PUBLIC SAFETY

- a. Discussion and possible action: approving the Purchase Agreement with Glick Fire Equipment Company to reserve the squad demo unit along with a change order to meet specifications, with a total cost of \$1,108,850, and with no funds due until the estimated delivery date of June 2028.

10. COMMUNITY AND ECONOMIC DEVELOPMENT

- a. Zoning Hearing Board Update.

- b. Discussion: SLD #2022-06 Sadie Lane Preliminary/Final Subdivision and Land Development Plan.
 - 1. Action: Discussion of the following waivers:
 - a) Section 192-24.C. – Preliminary Plan
 - b) Section 192-57.C.(1) – Minimum 260-foot centerline radius
 - c) Section 192-57.C.(3) – Minimum 100-foot tangent on a minor township road
 - d) Section 192-57.C.(9) – Sidewalk on both sides of the street
 - e) Section 192-61.A.(1)(b) – Connect to public sanitary sewer when 1,000 feet from public sewer
 - f) Section 192, Attachment 5 (Street Design Standards) – Minimum lot width of 80-feet along township roads with a 22-foot cartway
 - 2. Action: Reapprove SLD #2022-06 Sadie Lane Preliminary/Final Subdivision and Land Development Plan with the following condition:
 - a) Satisfy all remaining comments listed on Rettew’s review letter dated November 26, 2025.
- c. Discussion: SLD #2024-06 Revised Arcona Neighborhood 9 Preliminary/Final Subdivision and Land Development Plan.
 - 1. Action: Discussion of the following waivers:
 - a) Section 192-24.C. – Preliminary Plan
 - b) Section 192-57.B.(2)(h)[2] and 192-57.C.(13)(c)[1] – Additional right-of-way and cartway along the frontage of Rossmoyne Road
 - c) Section 192-57.C.(8) – Curbing along the frontage of Rossmoyne Road
 - d) Section 192-57.C.(9) – Sidewalk along the frontage of Rossmoyne Road
 - e) Section 192-68.B.(3) – Minimum street centerline radius of 165’
 - 2. Action: Approve SLD #2024-06 Revised Arcona Neighborhood 9 Preliminary/Final Subdivision and Land Development Plan with the following condition:
 - a) Satisfy all remaining comments listed on Rettew’s review letter dated November 10, 2025.
- d. Presentation: Charter Homes – Remaining Arcona Phases
- e. Discussion and possible action: Accepting a 90-day extension for SLD #2025-07 Allen Middle School Preliminary/Final Land Development Plan.

11. PUBLIC WORKS

- a. Discussion and possible action: Approving payment for an invoice to Stephenson Equipment, Inc, a Costars vendor, in the amount of \$68,000, for the upfitting of a new dump truck purchased for the Public Works Department. This is a budgeted item.

12. FINANCE

- a. Discussion and possible action: Adopting **RESOLUTION 2025-R-57**, establishing the municipal real estate tax rate for the year 2026 (with no changes in rates).
- b. Discussion and possible action: Adopting **RESOLUTION 2025-R-58**, establishing a Township Credit Card Purchasing Policy.
- c. Discussion and possible action: Authorizing staff to advertise proposed **ORDINANCE 2026-02** amending the Codified Ordinances of Lower Allen Township, 2023, as amended, Chapter 38, Section 2 Pension Committee Membership, to remove the “Nonunion employee at large” member; to add the Human Resources Director as a permanent member; and to add the following appointments for a two (2) year term: one (1) employee under the Non-Uniformed Defined Benefit Pension Plan, and one (1) employee under the Non-Uniformed Defined Contribution Pension Plan.
- d. Discussion and possible action: Accepting the amended and approved Service Agreement between the Township and the Lower Allen Township Authority, effective January 1, 2026.

13. MANAGER

- a. Discussion and possible action: Authorizing the Solicitor to prepare the petition to the Liquor Control Board to renew the Township’s authority to regulate amplified noise emanating from licensed liquor establishments.
- b. Discussion and possible action: Authorizing staff to advertise the 2026 Board and Commission Meetings Schedule.
- c. Discussion: Proposed consolidated Board of Commissioners meeting schedule for December 2025 and January 2026:
 - Monday, December 22, 2025, at 6:00 PM (*only if needed*)
 - Monday, January 5, 2026, at 6:00 PM (*Reorganization and Regular Business*)
 - Monday, January 12, 2026, at 6:00 PM (*only if needed*)
 - Monday, January 26, 2026, at 6:00 PM (*Commissioner photos at 5:30PM*)

14. COMMISSIONERS REPORTS

15. NEXT MEETING

16. EXECUTIVE SESSION

- a. Macy’s Tax Appeal
- b. Personnel Matter

17. ADJOURN